

AGENDA

COMMITTEE ON COMMUNITY IMPROVEMENT

January 11, 2005
Aldermen O'Neil, Shea,
Garrity, Smith, Lopez

6:30 PM
Aldermanic Chambers
City Hall (3rd Floor)

1. Chairman O'Neil calls the meeting to order.
2. The Clerk calls the roll.
3. Amending resolution and budget authorization transferring funds in the amount of \$96,738.09 for FY2005 CIP 611305 MNHS Downpayment & Closing Cost Assistance.
Gentlemen, what is your pleasure?
4. Communication from Dayton and Concepcion Spaulding regarding drainage issues in the Pasture Drive development area.
(Note: 12/06/2004 referred to Highway to review feasibility of correcting the problem and reporting back to Committee with a cost.)
Gentlemen, what is your pleasure?
5. Proposed ROW at 2989 Brown Avenue submitted by Norm Hebert.
(Note: Highway recommends accepting the dedication through the road hearing process.)
Gentlemen, what is your pleasure?
6. Petition for acceptance of Gobel Street submitted by Burd Engineering on behalf of Violet Gelinas.
(Note: Highway indicates Burd Engineering will review their options as outlined in Highway communication dated December 17, 2004.)
Gentlemen, what is your pleasure?

7. Petition for discontinuance of a portion of ROW at 466 So. Willow Street submitted by Frederick Nixon.

(Note: Highway supports discontinuance if acceptable to other noted City and State agencies.)

Gentlemen, what is your pleasure?

8. Communication from Leo Bernier, City Clerk, requesting the Committee recommend a transfer from contingency of \$7,313.00 to the Clerk's Office to cover the costs required for purchase of a Canon Filmer/Scanner Model DR5060F.

Gentlemen, what is your pleasure?

9. Communication from Robert MacKenzie, Planning Director, submitting a request of For Manchester to effect a change in purpose for the \$1,800.00 allocated in the 2005 CIP.

(Note: recommends it would be appropriate, if the Committee so desires, to approve the request.)

Gentlemen, what is your pleasure?

10. Discussion relating to the reinstitution of a housing rehabilitation program.
11. Discussion relating to long-range CIP planning.

TABLED ITEMS

A motion is in order to remove any of the following items from the table for discussion.

12. Discussion of Parks, Recreation & Cemetery Master Plan.
(Tabled 08/10/2004)
13. Synthetic turf maintenance at Gill Stadium, West Memorial Field, and the Clem Lemire Sports Complex at memorial High School and a list of additional capital items needed to properly operate Gill Stadium.
(Originally tabled 07/20/2004. Retabled 11/09/2004 to locate money and have Finance, Parks and Planning meet with CIP to discuss elimination of Gill Stadium from Enterprise.)
14. If there is no further business, a motion is in order to adjourn.

City of Manchester New Hampshire

In the year Two Thousand and Five

A RESOLUTION

"Amending the FY2005 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Ninety Six Thousand Seven Hundred Thirty Eight Dollars and Nine Cents (\$96,738.09) for FY2005 CIP 611305 MNHS Downpayment & Closing Cost Assistance."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2005 CIP as contained in the 2005 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to provide Affordable Housing Trust funds in the amount of \$96,738.09 to Manchester Neighborhood Housing Services to supplement existing Federal American Dream Downpayment Initiative (ADDI) funds for use in their Downpayment & Closing Cost Assistance Program; and

WHEREAS, existing funds in at least that amount are available from Affordable Housing Trust funds; and

NOW THEREFORE, be it resolved that the 2005 CIP be amended as follows:

- 1) **By decreasing:**
Affordable Housing Trust Fund - \$96,738.09
- 2) **By increasing:**
2005 CIP 611305 MNHS Downpayment & Closing Cost Assistance - \$96,738.09
Affordable Housing Trust Fund
(from \$113,848 ADDI to \$113,848 ADDI and \$96,738.09 Affordable Housing Trust Fund)

Resolved, that this Resolution shall take effect upon its passage.

CIP BUDGET AUTHORIZATION

CIP #: **611305** Project Year: **2005** CIP Resolution: **6/1/2004**
 Title: **Downpayment & Closing Cost Assistance** Amending Resolution: **1/18/2005**
 Administering Department: **Manchester Neighborhood Housing Service** Revision: **1**

Project Description: Funding to assist first time low income households that would otherwise be unable to buy a home. Program will provide downpayment assistance to a minimum of 11 low-income families.

Federal Grants

Federal Grant: **Yes**

Environmental

Review Required: **Yes**

Grant Executed:

Completed:

Critical Events

1	Program Initiation	8/30/04
2	Program Completion	6/30/05
3		
4		
5		

Expected Completion Date:

6/30/2005

Line Item Budget

	ADDI	OTHER		TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$113,848.00	\$96,738.09	\$0.00	\$210,586.09
TOTAL	\$113,848.00	\$96,738.09	\$0.00	\$210,586.09

Revisions

1. Original budget of \$113,848 ADDI funds supplement with additional \$96,738.09 of Affordable Housing Trust Fund.

COMMENTS

Budget amount reflects two years funding, \$52,223 received as part of HUD FY2003 allocation and \$61,625 coming from FY2004. \$96,738.09 transferred from Affordable Housing Trust Fund.

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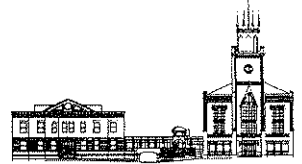


Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

Memo to: Committee on CIP

From: Robert S. MacKenzie
Director of Planning

Date: January 11, 2005

Subject: Manchester Neighborhood Housing Services – CIP #611305
Renaissance 7

Manchester Neighborhood Housing Services (MNHS) has contacted this office requesting an additional \$96,738.09 of Affordable Housing Trust funds to supplement \$113,848 of American Dream Downpayment Initiative (ADDI) funding that was approved as a part of the 2005 CIP. MNHS has been operating a homeownership program for the past several years, providing downpayment assistance in the amount of \$20,000. Inasmuch as the ADDI funding has a ceiling of approximately \$10,350, the additional funds are required to maintain this program. The \$20,000 subsidy shall be in the form of a forgivable loan that is only repaid if the property is sold before the end of the ten-year term.

The Committee's recommendation for approval to the full Board of Mayor and Aldermen of the attached amending resolution and budget authorization allowing for the transfer of these funds is respectfully requested. Staff members from Manchester Neighborhood Housing Services will be available at the meeting to answer any of your questions. Additional information from Manchester Neighborhood Housing Services has been attached for your review.

Attachments:

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 FAX: (603) 624-6529
E-mail: planning@ci.manchester.nh.us
www.ci.manchester.nh.us

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December 29, 2004

Mr. Robert MacKenzie
City of Manchester Planning Department
One City Hall Plaza
Manchester, NH 03101

**MANCHESTER
NEIGHBORHOOD
HOUSING
SERVICES, INC.**

**NeighborWorks®
HomeOwnership
Center of Manchester**

A Program of Manchester
Neighborhood Housing
Services, Inc.

20 Merrimack Street
Manchester, NH 03101

www.mnhs.net

PH: 603-626-4663
FAX: 603-623-8011

**HONORARY BOARD
OF TRUSTEES:**

R. Scott Bacon
Barry Brensinger
Robert Dastin
Sylvio L. Dupuis, O.D.
David Goodwin
Fred B. Kfoury, Jr.
Claire P. Monier

**HONORARY MEMBER OF THE
BOARD OF DIRECTORS:**

William T. Wroblewski



Re: Request for American Dream Down Payment Initiative match funds from the
Affordable Housing Fund

Dear Mr. MacKenzie,

Manchester NHS is very pleased to inform you that since January 2004, 17 low income households received \$20,000 grants for down payment and closing cost assistance utilizing the CIP HOME Program. The \$340,000 CIP loan pool generated over \$3,000,000 in leveraged funds and enabled 17 families to purchase homes, build assets, ensure security for their families and continue to add dollars to the City's tax base.

A recent survey indicates that 96% of MNHS clients are at or below 80% AMI and 61% are at or below 50% of AMI. The average price of a single family home in Manchester is in the \$240,000 price range and homes being marketed under that amount are in short supply. Many low-income clients have pre-approval letters but are unable to find affordable homes in their price range in Manchester. A household of 4 earning 80% of area median income (\$54,550) with \$300 monthly debt could afford a home priced at \$177,000.

We have received \$113,848 in American Dream Down Payment Initiative funds which has been earmarked for 11 low income households who purchase in Manchester. Currently there is \$9,413.91 remaining in the revolving CIP Account. Due to the low-income status of clients and the prices of home, we request the CIP Committee grant MNHS an additional \$96,738.09 in match funds from the Affordable Housing Fund to increase subsidy levels from \$10,000 to a maximum of \$20,000 per household. The match down-payment and closing cost assistance will substantially help low income families fill the affordability gap.

Thank you and the CIP Committee for your consideration.

Sincerely,

Linda Dallaire
Deputy Director for Home Ownership

cc: Lisa Boyd (Interim Director)



Heritage
United Way

NOVEMBER 8, 2004

LEO R. BERNIER, CITY CLERK
CITY OF MANCHESTER,
ONE CITY HALL PLAZA,
MANCHESTER, N.H. 03101

DEAR MR. BERNIER:

NOVEMBER 30, 1999 WE PURCHASED A HOME AT 126 PASTURE DRIVE, MANCHESTER, N.H. THE PROPERTY WAS DEVELOPED AND CONSTRUCTED BY MOREAU CONSTRUCTION CO. OF BEDFORD, N.H. THE DEVELOPMENT WAS KNOWN AS "MEADOWCREST" AT THE TIME OF OUR PURCHASE.

AT THE TIME OF PURCHASE THE PROPERTY INCLUDED DRAINAGE PLAN IN THE REAR OF OUR HOME CONSISTING OF FOUR (4) WET AREAS (LAGOONS, PONDS, DITCHES ?) TO DRAIN RAIN WATER FROM THE HILL SLOPING AWAY FROM THE PARKER-VARNEY SCHOOL AREA AT THE TOP OF THE HILL. SUCH WAS THE DRAINAGE PLAN FOR FIVE OR SIX HOMES. I ASSUME THE CITY OF MANCHESTER REQUIRED THE DRAINAGE PLAN BEFORE DEVELOPMENT OF THE LAND WAS AUTHORIZED. WE WERE PLEASED WITH THAT PLAN AND HAD NO COMPLAINTS REGARDING ITS FUNCTION.

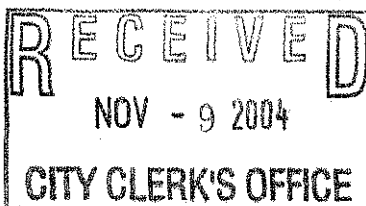
IN THE SPRING OF 2004 ONE NEIGHBOR, WHOSE LAND ABUTS OURS, FILLED IN ABOUT ONE HALF OF THE DRAINAGE AREA THAT DRAINED OUR LAND AND THEIRS. THAT LEFT US WITH HALF OF ONE OF THE ORIGINAL DRAINAGE AREAS. TWO MORE NEIGHBORS DID LIKEWISE DURING THE SUMMER. WE HAVE BEEN TOLD AN EASEMENT HAD BEEN GRANTED BY THE CITY ALLOWING THE FILL WORK. RESULT? WE ARE LEFT WITH A POOL, SINK HOLE OR POND THAT STANDS THERE. I HAVE TRIED TO FIND A WAY TO SOLVE THE PROBLEM WITHOUT SUCCESS. A SOLUTION, I THINK, REQUIRES EQUIPMENT AND PEOPLE WHO KNOW HOW TO USE IT. I AM 82 YEARS OF AGE AND STILL ABLE TO WORK HARD FOR SHORT PERIODS OF TIME. BUT, I CANNOT OPERATE HEAVY EQUIPMENT.

IF THOSE WHO FILLED THEIR DRAINAGE AREAS REQUIRED AN EASEMENT TO DO SO, IT HAS TO MEAN THEY WERE LEGALLY RESTRICTED FROM DURING SO UNDER ORIGINAL DEVELOPMENT RESTRICTIONS. WHAT RIGHTS DO OWNERS HAVE WHO BOUGHT UNDER CERTAIN REQUIREMENTS ONLY TO HAVE EASEMENTS LEAD TO DAMAGE TO THEIR PROPERTY?

OUR BACK YARD TAKES THE MOST RUN-OFF OF RAIN WATER FROM THE HILL. ORIGINALLY DISPERSED IN FOUR (4) DRAIN AREAS WE NOW HAVE HALF OF ONE. IT IS AN UGLY SCENE IN OUR BACK YARD THROUGH NO FAULT OF OUR OWN. CAN, OR WILL THE CITY OF MANCHESTER HELP WITH THIS PROBLEM? CORRECTION OF IT, I THINK, WOULD BE A SMALL VENTURE GIVEN APPROPRIATE PEOPLE FOR THE JOB .

THANK YOU. *Concepcion M. Spaulding*

Dayton M. Spaulding SINCERELY,
DAYTON M. & CONCEPCION M. SPAULDING

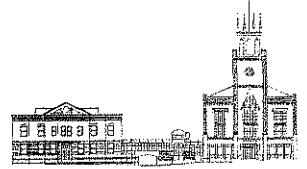


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CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

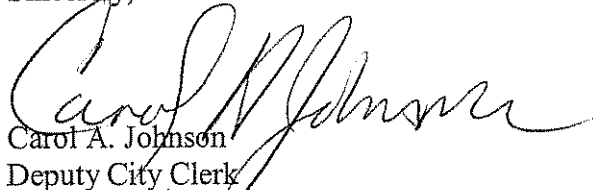
December 2, 2004

Dayton M. And Concepcion M. Spaulding
126 Pasture Drive
Manchester, NH 03102

Re: CIP Committee Meeting

The Committee on Community Improvement will be meeting on Monday, December 6th at 4:00 PM in the Aldermanic Chambers of City Hall. We have placed your communication regarding drainage issues on this agenda since it will be the only meeting of this committee in December.

Sincerely,



Carol A. Johnson
Deputy City Clerk

C: Public Works Director
Building Commissioner



CITY OF MANCHESTER

Office of the City Clerk

12/6/04 - F. Thomas to
look into feasibility of
correcting problem & report
back to
Committee
with cas



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City Clerk

Carol A. Johnson
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Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

November 15, 2004

Dayton M. and Concepcion M. Spaulding
126 Pasture Drive
Manchester, NH 03102

Re: Drainage issues

We are in receipt of your communication of November 8th regarding drainage issues in the Pasture Drive development area. We have referred your concern to the Aldermanic Committee on Community Improvement. The Committee is scheduled to meet on December 14th.

Please feel free to contact our office anytime after Friday, December 10 to confirm the meeting date and time. I have also provided copies of your communication to the Building and Highway Departments.

Sincerely,

Leo R. Bernier
City Clerk

C: Public Works Director
Building Commissioner

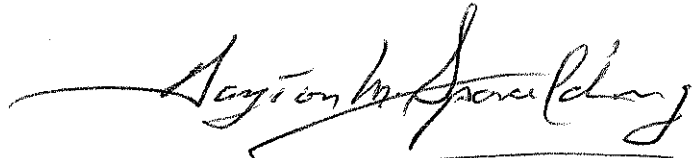
DECEMBER 9, 2004

MR. LEO R. BERNIER
CITY CLERK,
CITY OF MANHESTER,
ONE CITY HALL PLAZA,
MANCHESTER, N.H. 03101

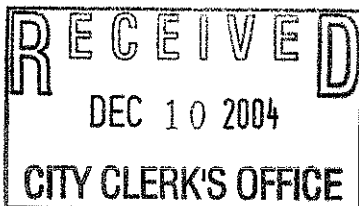
DEAR MR. BERNIER:

COULD YOU, WOULD YOU, MAKE THE ENCLOSED LETTER AVAILABLE TO THE BOARD OF ALDERMEN FOR THEIR CONSIDERATION? AFTER MEETING WITH THE ALDERMEN ON MONDAY, DECEMBER 6, I HAVE WAITED TWO DAYS TO LET THE INFORMATION FORTHCOMING THERE SETTLE IN MY MIND. I DO NOT WANT, HOWEVER, TO BE TARDY IN ADDRESSING THE ISSUES TALKED ABOUT IN THE MEETING.

THANK YOU.



DAYTON M. SPAULDING, EdD.
PROFESSOR EMERITUS,
PLYMOUTH STATE COLLEGE



DECEMBER 9, 2004

ALDERMEN,
1 CITY HALL,
MANCHESTER, N.H. 03101

GENTLEMEN:

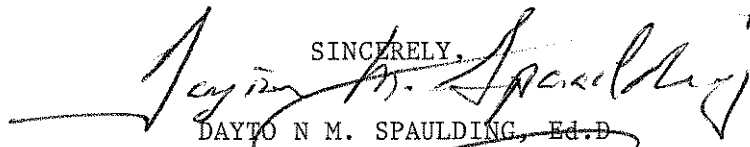
I HAVE WAITED THREE DAYS BEFORE REACTING TO THE SUBSTANCE OF THE MEETING I ATTENDED WITH YOU ON MONDAY, DECEMBER 6, 2004. I WANTED TO MAKE SURE THAT I UNDERSTOOD YOUR REACTION(S) TO MY PETITION FOR ASSISTANCE WITH THE DRAINAGE PROBLEM TO THE REAR OF MY HOME.

SPECIFICALLY I WANT TO REACT TO THOUGHTS STATED AT THE MEETING THAT I DID NOT ADDRESS AT THE TIME.

THEREFORE:

1. IT WAS MENTIONED SEVERAL TIMES IN THE MEETING THAT OTHER HOME OWNERS HAD CHANGED THEIR DRAINING PLANS THEMSELVES. THAT IS TRUE AND, IN MY OPINION, INDEED, THEY SHOULD HAVE DONE SO SINCE THEY REQUESTED THE RIGHT TO ALTER THE DRAINAGE PLAN ENACTED BY THE DEVELOPER AND APPROVED BY THE CITY WHEN THE HOMES WERE BUILT. IN NO WAY, TO MAY WAY OF THINKING, DOES THIS BRING IMPETUS TO THE THOUGHT THAT I SHOULD CHANGE MY PART OF THE ORIGINAL SYSTEM MYSELF. I WAS SATISFIED, EVEN HAPPY, WITH THE ORIGINAL SYSTEM OF SWAYLES. AND, PLEASED THE CITY HAD SET A HIGH STANDARD FOR WATER DRAINAGE.
2. QUITE FRANKLY I. DON'T THINK IT FAIR THAT AN INDIVIDUAL PURCHASING PROPERTY UNDER ONE SET OF RULES AND REGULATIONS HAVE THOSE PARAMETERS CHANGED AT A LATER DATE.
3. AS I MENTIONED IN THE MEETING A BOB-CAT MACHINE CAN HAVE ACCESS TO MY BACK YARD. I HAVE HAD ONE SUCH MACHINE DO SO.
4. ALTHOUGH I AM NOT A BONA FIDE LANDSCAPER I THINK ONE DAY'S WORK WITH A BOB-CAT WOULD BE ALL THAT IS NECESSARY TO CORRECT MY WATER DRAINAGE PROBLEM. I WOULD BE HAPPY TO HELP AND WORK TO THE BEST OF MY ABILITY.
4. I DO APOLOGIZE FOR MY INABILITY TO HEAR READILY. I KNOW IT IS EXASPERATING AS IT SLOWS DOWN CONVERSATION SO MUCH.

THANK YOU.

SINCERELY,

DAYTON M. SPAULDING, Ed.D.
PROFESSOR EMERITUS,
PLYMOUTH STATE COLLEGE

A BELATED THOUGHT.

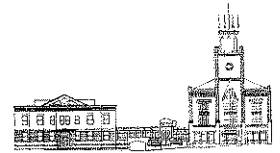
WHAT IF, HOMEOWNERS IN A DEVELOPMENT WERE TO SOLICIT CHANGE IN A LAID OUT STREET PLAN THAT WOULD BY-PASS A GIVEN HOME SO THAT THE HOME WOULD HAVE NO EXIT FROM OR ENTRY TO, THE STREET? RIDICULOUS? YES! BUT A PART OF THE BY-PASSED HOME OWNER'S RIGHTS WOULD HAVE BEEN IGNORED. EVERY DEVELOPMENT HAS RIGHTS AND CONSIDERATIONS THAT SHOULD NOT BE ABROGATED. WATER DRAINAGE IS NO DIFFERENT.

Am



CITY OF MANCHESTER

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Deputy Clerk
Financial Administration

MEMORANDUM

To: Members, Committee on Community Improvement

From: Lisa Thibault, City Clerk's Office *LTA*

Date: 12/7/2004

Subject: Acceptance of Proposed Right-Of-Way – 2989 Brown Avenue

Please be advised that at a meeting of the Committee on Lands and Buildings, held on Monday, November 15, 2004, it was voted to refer the attached request for acceptance of a proposed right-of-way at 2989 Brown Avenue to the Committee on Community Improvement.

Attachment

NHDC Realty Trust
(c/o: Norm Hebert, TRUSTEE)
22 Hickory Drive
Amherst, New Hampshire 03031
tel/fax: (603)-672-4510

March 24, 2004

Aldermanic Committee of Lands and Buildings
c/o: City Clerks Office
City Hall
1 City Hall Plaza
Manchester, NH 03101

RE: Acceptance of Proposed ROW, 2989 Brown Avenue

Dear Persons:

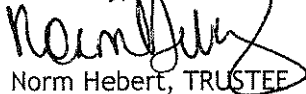
Per the recommendation of Frank Thomas of the Highway Department, this letter is being sent to you.

I am asking that you formally accept the "Proposed ROW" that was promised to me when I donated a small portion of my property (now known as Map 750, Lot #30A) to the city back on June 26th, 1985, per the attached Manchester Highway Department Plan dated May 20th 1985. The "old" Brown Avenue ROW has been highlighted in yellow and the "proposed" (promised) ROW has been highlighted in pink for the sake of clarity. As you will see, our Lot (known as #30B) had approximately 58.5' of Brown Avenue frontage prior to this conveyance, but now, according to the City, it has only 29' of Brown Avenue frontage. By now formally adopting this long promised ROW modification, our Lot 30B will then be considered to have approximately 85' of frontage along Brown Ave.

For additional corroboration, we are attaching a sworn affidavit from Mr. Steven White PE, who negotiated this donation with me back in 1985 on behalf of the City. (My understanding is that the original signed version of this Affidavit is filed at the Hillsborough North Superior Court, Chestnut Street, Manchester NH under docket #02-E-0507).

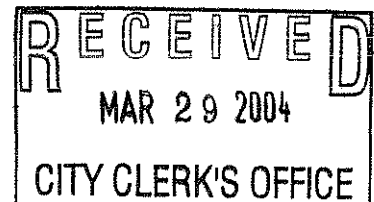
Thank you in advance for your prompt attention to this matter.

Sincerely,


Norm Hebert, TRUSTEE

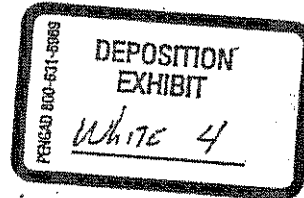
Per: USPS Certified Mail, Article# 7001-0320-0004-1753-8850

Cc: Mr. Frank Thomas, Director, Manchester Highway Department
Attorney Ed Boutin, Esq.



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AFFIDAVIT



The undersigned, Steven R. White, P.E., being duly sworn, hereby deposes and says:

1. At all relevant times I was a registered professional engineer in the State of New Hampshire.
2. I am presently employed by, and my business address is, Fay Spofford and Thorndike, Engineers, at 288 South River Road, Bedford, New Hampshire 03001.
3. In the spring and summer of 1985 I was engaged as an engineer with the firm of Andrews & Clark, Inc. which had offices in Amherst, New Hampshire.
4. Andrews & Clark, Inc. had been retained by the City of Manchester in connection with the reconstruction of a portion of Brown Avenue in Manchester, New Hampshire.
5. I was the project manager for this project and had authority to negotiate with abutters concerning property acquisition and temporary construction easements necessary for the City of Manchester to complete this project.
6. I negotiated temporary and permanent easements on the property of Normand and Doris Hebert located on said Brown Avenue.
7. The easements that I negotiated are shown on Exhibit A and are referred to in the transmittal letter attached thereto dated June 10, 1985.
8. Mr. Hebert indicated to me that he was contemplating the future subdivision of this lot and was concerned that he would lose valuable Brown Avenue frontage if he donated the small piece of land to the City that was needed to reconstruct the Brown Avenue Bridge.
9. I assured Mr. Hebert that it was not the City's intent that his frontage in any way be negatively affected by the proposed conveyance, but Mr. Hebert indicated that he would not be convinced unless he had something "In writing" to reflect that from the City.
10. In an attempt to resolve Mr. Hebert's concerns, I discussed this matter with Mr. Stan Kosowicz, the City's Assistant Public Works Director, who had the bridge replacement plan redrawn to reflect the Hebert's "existing" and "proposed" R.O.W. along Brown Avenue, both before and after the proposed conveyance. That plan is attached as Exhibit B.
11. Only after being furnished with a copy of this plan, did the Heberts then donate the requested piece of land to the City for consideration which totaled one US dollar.

12. If the City is now denying that these assurances were given to Mr. Hebert at the time, he city is mistaken in doing so.

Dated this ____ day of July, 2003.

Steven R. White

STATE OF NEW HAMPSHIRE
COUNTY OF _____

Personally appeared the above named Steven R. White on this ____ day of July, 2003 and made oath that the above stated facts are true to the best of his knowledge and belief.

Before me,

Justice of the Peace/Notary Public



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission
Edward J. Beleski
- Chairman
Henry R. Bourgeois
William F. Kelley
Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

September 23, 2004
04-112

Committee of Lands & Buildings of the
Honorable Board of Mayor and Aldermen
Alderman Henry R. Thibault, Chmn.
City Clerk's Office
One City Hall Plaza,
Manchester, New Hampshire

Re: Norm Hebert, NHDC Realty Trust
2989 Brown Avenue

Dear Alderman:

The Heberts over the years have assisted the City of Manchester, Highway Department in granting the City both temporary and permanent easements and a small parcel of land in order for the City to rehabilitate the Pine Island Dam and to rehabilitate the Brown Avenue Bridge over Cohas Brook.

In 1985, the City acquired a small parcel of land from the Heberts in order to properly rehabilitate the Brown Avenue Bridge over Cohas Brook. I was not the project manager/engineer for this work, which was designed by a private consulting firm. However, project oversight was handled out of our Engineering Section.

It is my understanding that Mr. Norm Hebert is claiming that when the land was given the City for the Bridge Project, representations were made that he would not lose any street frontage and that the land would become part of the street right-of-way. I cannot state whether these representatives were made or not, but a plan on record in the Department does note "Proposed R.O.W." on the new easterly property line.

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September 23, 2004
Pg. (2)

The City was given a permanent easement by the Heberts along their easterly property line abutting Pine Island Pond. This easement was required as part of the Pine Island Dam Project in order to construct an earthen dike/berm from the dam northerly. This easement had the restriction of no permanent structures. After this project was completed, the senior Mr. Hebert asked if a mobile home on blocks would meet the requirements of a temporary structure and we said yes, if it could be removed within a defined time period. The mobile home was never placed and it is my understanding that Norm Hebert has had the easement area filled. This filling does not release the restriction of no permanent structure. Before any consideration can be made to remove the restriction of no permanent structure, we will have to evaluate our future needs of this easement area.

In closing, if the request from Mr. Hebert is to have the City establish a new street right-of-way, the request should go through the CIP Committee with a recommendation of accepting the dedication through the road hearing process.

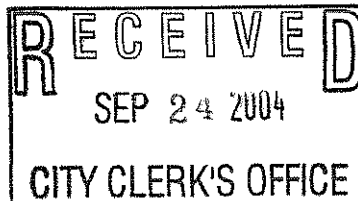
Very truly yours,



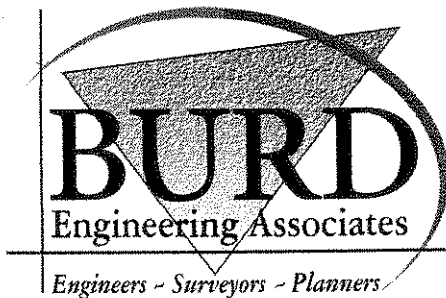
Frank C. Thomas, P.E.
Public Works Director

/c

cc: Norm Hebert



5



December 13, 2004

Board of Mayor and Alderman
Care of City Clerk
One City Hall Plaza
Manchester, NH 03101

Subject: Gobel Street
Manchester, NH

Dear Mayor and Alderman:

Burd Engineering Associates is representing Violet G. Gelinas of 10 Charlotte Street, Manchester, NH in the matter of the subdivision of her 10 Charlotte Street property. Ms. Gelinas applied to the Planning Board to subdivide her property into three residential building lots. This property has frontage on Charlotte Street and Gobel Street. During the Planning Board process, the City determined that Gobel Street is an unaccepted City street, and the Planning Board would not accept the subdivision application.

Following the decision of the Planning Board, Ms. Gelinas requested a variance from the Zoning Board. The Zoning Board heard the case on December 9, 2004, and voted not grant a variance and suggested that an application be made to the Board of Mayor and Alderman to have Gobel Street accepted as a City street. The acceptance of Gobel Street as a City street will eliminate the zoning issue associated with this proposed subdivision.

By this letter I am petitioning the Board of Mayor and Alderman, on behalf of Violet G. Gelinas of 10 Charlotte Street, Manchester, NH 03103, to have the City of Manchester accept Gobel Street as a City street. Gobel Street presently serves two existing homes, which receive City services and the City has historically maintained Gobel Street including repaving within the last few years and snow removal. In support of this petition, please find the following documentation:

- Copy of Affidavit from Violet Gelinas authorizing us to represent her
- Copy of September 1, 2004 letter from Terry L. Harlacher of the Planning and Community Development Department regarding the Planning Board's decision on Goble Street
- Copy of November 18, 2004, letter from the Department of Buildings
- Copy of December 13, 2004, Variance Notice of Decision from the Zoning Board of Adjustment



City of Manchester, NH
Building Department
One City Hall Plaza-West Wing
Manchester, NH 03101
(603) 624-6475
e-mail: building@ci.manchester.nh.us
www.ci.manchester.nh.us

AFFIDAVIT FORM

I, the undersigned, owner of the property at 10 CHARLOTTE STREET
hereby verify that I have authorized BURD ENGINEERING ASSOCIATES to
apply to the Building Department of the City of Manchester, New Hampshire, for the following:
FOR A VARIANCE TO SECTION 6.07 "MINIMUM
ROAD FRONTAGE" OF THE MANCHESTER ZONING
ORDINANCE

Signature of Owner

Updelt Helinas

Address of Owner

10 Charlotte St

Date

9/26/04

6



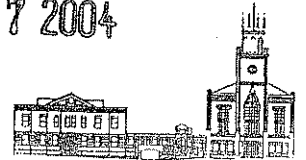
Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management

SEP 07 2004



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

September 01, 2004

Brian Polly
Burd Engineering Assoc., Inc.
105 Loudon Road, Unit # 1
Concord, N. H. 03301-5602

Dear Brian:

This is in regard to a subdivision application you submitted on behalf of Violet Gelinas for property located at 10 Charlotte Street.

The purpose of this letter is to provide notification that the Planning Board reviewed the application at a meeting held on August 26, 2004 and determined that the application is incomplete, and should not be scheduled for a public hearing at this time. Specifically, the application illustrates creation of single family building lots on Goebel Street. The Planning Board has been informed that Goebel Street is not an accepted city street, therefore zoning issues are involved with respect to creating new lots.

In addition, there are several other issues that the staff would like to discuss with respect to this property.

If you have any questions, please feel free to contact me.

Sincerely,

Terry L. Harlacher, AICP
Chief Planner

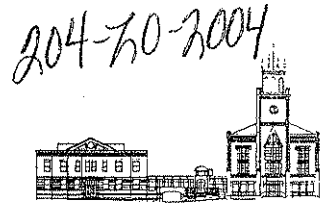
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Leon L. LaFreniere
Building Commissioner

CITY OF MANCHESTER DEPARTMENT OF BUILDINGS

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6475
Fax: (603) 624-6324



Matthew M. Sink - 5626
Deputy Bldg. Commissioner

NOV 18 2004

October 18, 2004

VIOLET G. GELINAS
BURD ENGINEERING (AGENT)
105 LOUDON ROAD, BLDG. #1
CONCORD, NH 03301

RE: 10 CHARLOTTE ST. B-1

Your application for a permit dated September 28, 2004, to demolish a one-story, single family home and subdivide lot into 3 buildable lots all as per plans submitted October 15, 2004 and with non-compliance listed in zoning review dated October 15, 2004, is hereby acknowledged.

According to Section(s) 3.03 "Street" (Lot 3), District R-1B of the Zoning Ordinance of the City of Manchester, New Hampshire, passed to be ordained on February 7, 2001, this is prohibited. Further NHRSA Chapter 674:41 Erection of Buildings does not permit the issuance of this permit, but provides for appeal to the Board of Adjustment in such cases. Consequently, I have no authority to grant this permit. Permit is hereby DENIED.

Further proceedings contemplated pertaining to this application must be pursuant to NH Revised Statutes Annotated 674:33 or other statutory provisions relative to Zoning Boards of Adjustment, as may be appropriate.

Signed _____

Building Commissioner

6



CITY OF MANCHESTER, NH
ZONING BOARD OF ADJUSTMENT
ONE CITY HALL PLAZA
MANCHESTER, NH 03101-2097
www.ManchesterNH.gov

DEC 13 2004

e-mail: building@ci.manchester.nh.us

VARIANCE NOTICE OF DECISION

Case No.: 204-ZO-04

Property Location: 10 Charlotte St.

You are hereby notified that the request of: JAMES SPAULDING (AGENT)
BURD ENGINEERING
105 LOUDON ROAD, BLDG. #1
CONCORD, NH 03301

VIOLET G. GELINAS (OWNER)

For a **variance** from the terms of Section(s) 3.03 "Street" (Lot 3), District R-1B of the Zoning Ordinance of the City of Manchester, New Hampshire and NHRSA Chapter 674:41 "Erection of Buildings".

Applicant proposes to demolish a one-story, single family home and subdivide lot into 3 buildable lots all as per plans submitted October 15, 2004 at 10 Charlotte St.

has been Denied without prejudice in accordance with Article V of the Board's BY-LAWS.

Stipulations or Comments: must have adoption of street

Based on the information before the Board, the applicant has not met his/her burden of proof in showing:

1. The requested use does not cause diminution in value of surrounding properties to be suffered. _____
2. Granting the permit would not be contrary to the public interest. _____
3. Denial of the permit would result in unnecessary hardship to the owner seeking it. _____
4. By granting the permit substantial justice would be done. _____
5. The use must not be contrary to the Spirit of the Ordinance. _____


Chairman, Zoning Board of Adjustment

12. 9. 4
Date

CHARLOTTE ST

713/12

713/22

713/18

713/17

713/13

BROWN AVE

GOBEL ST

Public use area to PS

Rural Sub

0 174 ft

part of Italy
crossing
Sardinia on

And subscribe in

December 19, 2004

Board of Mayor and Alderman
c/o The City Clerk
One City Hall Plaza
Manchester, NH 03101

Cc: Robert Baines, Mayor, City of Manchester
Daniel D. Muller, Jr., Esquire, City Solicitor
Frank Thomas, Public Works Director
Matthew Sink, Building Department Director
Betsi DeVries, Alderman, Ward 8
Duane LeClerc, Contractor, LeClerc & Sons Enterprises

RE: The subdivision of my property at 10 Charlotte Street

Dear Mayor and Alderman:

I am very confused about recent City of Manchester events involving the subdivision of my property at 10 Charlotte Street.

I am a 74 year-old, lifelong resident of the City. Presently, I am trying to subdivide my property in preparation for sale, so that I may finally afford to retire. In so doing, I hired a contractor who hired Burd Engineering & Associates to do all the survey and paperwork that the City requires.

I have the necessary land to subdivide into three City lots. Two such lots would sit on Goebel Street and one lot would sit on Charlotte Street. Mr. Max Sink of the Building Department said that we would need a variance because two of the lots sit on Goebel Street. It seems that Goebel Street, once known as Alton Street, is not a street currently recognized by the City.

Following Mr. Sink's instructions, we applied for a variance and appeared before the Variance Board on December 9th. The Variance Board voted 4-1 against the variance; HOWEVER, said that IF the City will recognize the street, they will grant the variance. Here is my confusion: If the City recognizes Goebel Street, I don't need a variance; so, why was I put through this costly cycle of confusion and bureaucracy? Also, the City of Manchester maintains Goebel Street—trash is picked-up weekly, street cleaners sweep the street, snow is plowed, City Police ticket cars that are parked illegally during winter parking restrictions, and the City repaved the street within the past couple of years. "If it smells like a street, works like a street, looks like a street, and is treated like a street by the City, isn't it a street?" What are the laws regarding the numbers of years the City

b

maintains a street before it is recognized by the City as a street? I don't know how else to explain my confusion and anger with City building rules.

Ward 8 Alderman, Betsi DeVries suggested that I state my case in this letter to the Mayor, the Alderman, and the Public Works Director. She explained that there are many streets within the City that are unrecognized and that many of them are within her Ward.

Enclosed you will find a letter prepared by Burd Engineering with all the legal and technical information. You will also find a copy of the City map that shows my property (please see the circled area) and how it lies at the corner of Goebel and Charlotte Streets.

Ms. DeVries suggested that to have a street recognized by the City, I may have to hire an attorney, I may need to have the street surveyed, have a deed search done, and have it checked by City to see if it meets current City specifics. I can't afford to have all this done FOR the City.

I feel like a victim of City mismanagement. In 1998, permission was granted by the City to build a new house on Goebel Street. Presently, I am demanding the same rights that my neighbor received.

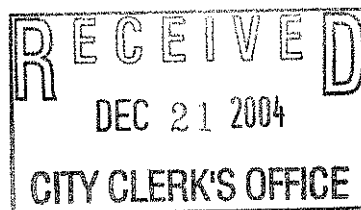
Thank you for your time and attention to this request. I look forward to receiving a prompt and positive response.

Sincerely,



Violet G. Gelinas
10 Charlotte Street
Manchester, NH 03103-7001
603-623-2178

enc.: Photocopy of City map showing Charlotte Street and Goebel Street (Alton Street)
Letter from Burd Engineering



b

2nd ST

MAP 713
PARCEL 19

Plate No. 2

Road

Charlotte Street

Alton

Street

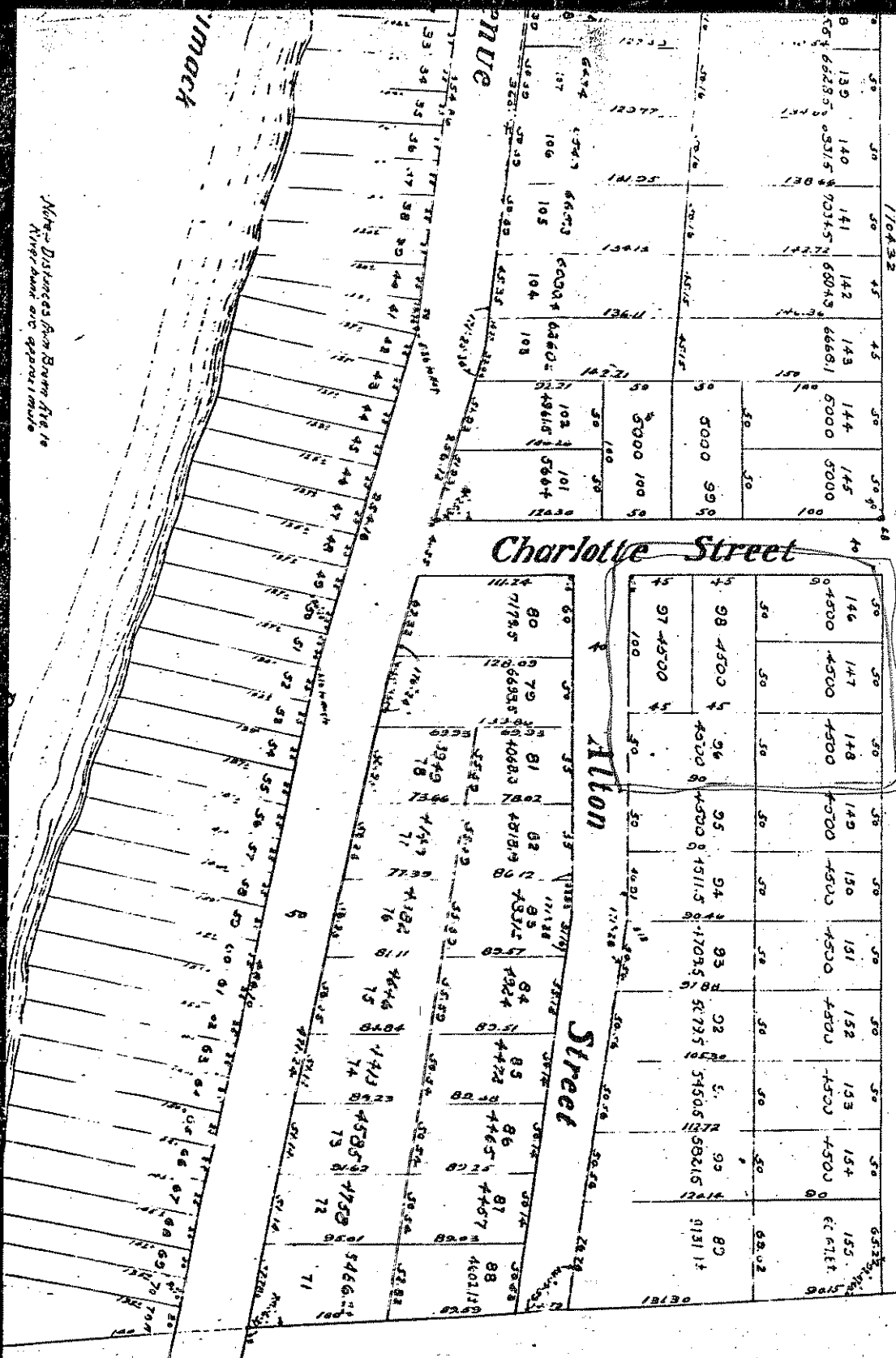
Near Lake of Aiken

4 Plates
1 2
3 4

85v

Note: Distances from Bureau Ave to
Riverbank are approximate

515





**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

Edward J. Beleski
- Chairman
Henry R. Bourgeois
William F. Kelley
Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

December 17 2004

Committee on Community Improvement
c/o Leo R. Bernier, City Clerk
One City Hall Plaza
Manchester, New Hampshire 03101

RE: GOBEL STREET ACCEPTANCE

Dear Committee Members,

We have reviewed the letter from Burd Engineering Associates, as representatives of Violet Gelinas, petitioning to accept Goebel Street as a public way. The Highway Department offers the following history and comments:

Goebel Street was originally dedicated as Alton Street on a subdivision plat entitled "Plan of Shoreland Acres" dated 1916 and filed March 15, 1923. The City did not accept that dedication within twenty years therefore the dedication expired by RSA 231:51.

No record was found of a street layout over the platted street location.

Goebel Street is a dead end street with two houses fronting on it. The street does not have sewer or water lines within its platted location. The earliest house on the street was at 83 Goebel Street built in 1961. The house at 83 Goebel Street was built in 1998 under variance. While the City has recently maintained the street it does not appear that this was done for a 20-year period prior to 1968. Therefore it does not appear that Goebel Street meets the test for a public way by prescriptive use.

The City was petitioned to accept the street May 1998, however the disposition of that petition was not found in the City Clerk's records.

The letter petitioning for street acceptance does not indicate whether they are asking the City to layout a street over the site or they are dedicating Goebel Street to the City. The petition also lacks a description of the area being petitioned. Are they asking for a public way over the entire platted length, the paved length or just the area abutting the proposed subdivision?

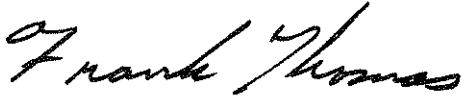
If this is a layout petition the City will have to pay damages to the abutting owners. If the petition is a dedication does Ms. Gelinas have the legal authority to dedicate land that she does not own in fee?

No provision has been made for a turn around for vehicles.

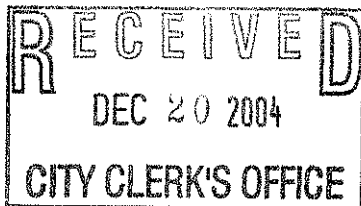
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If further information is needed I can be contacted at the Highway Department, 624-6444 extension 301.

Sincerely,

A handwritten signature in cursive script that reads "Frank Thomas".

Frank Thomas, P.E.
Public Works Director



Frederick H. Nixon
137 Landing Road
Hampton, NH 03842

May 24, 2004

Aldermanic CIP Committee
c/o Leo Bernier, City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

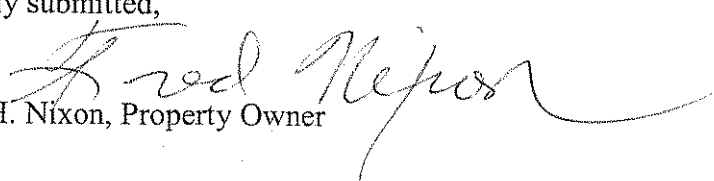
RE: Right of Way 466 So. Willow Street

Dear Aldermanic CIP Committee:

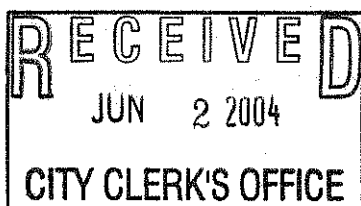
I request that the surplus right of way on the corner of 466 So. Willow and Lincoln St. be discontinued and that I be allowed to obtain this property.

Thank you for reviewing this request and please call me with any questions or comments at 603-235 5097

Respectfully submitted,


Frederick H. Nixon, Property Owner

CC: Frank Thomas, Highway Department
Gregory Marino, Lessee



7



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

Memo To: Frank Thomas
Public Works Director

From: C. Johnson
Deputy City Clerk

Date: December 2, 2004

Re: 466 So. Willow & Lincoln Street ROW discontinuance

Enclosed is a copy of communications relating to the above referenced. Could someone from your office respond in writing regarding this area so we can dispose of it by whatever means appropriate. Although there may have been verbal communications, I can find no records of prior response. Thanks in advance for your assistance.



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

Edward J. Beleski
- Chairman
Henry R. Bourgeois
William F. Kelley
Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

December 6, 2004

Carol Johnson, Deputy City Clerk
One City Hall Plaza
Manchester, New Hampshire 03101

RE: PETITION TO DISCONTINUE RIGHT OF WAY AT 466 SOUTH WILLOW STREET

Carol,

We have been attempting to establish the existing right of way of South Willow Street, South Lincoln Street and Parkview Street since receiving the request for discontinuance. It is necessary to identify the City's existing rights of way in relation to the improvements at that site in order to determine if a discontinuance is possible.

While we have established the right of way of South Lincoln Street and Parkview Street, the right of way of South Willow Street has yet to be determined. When the State of New Hampshire laid out the South Willow Street project they created a new right of way for the street and took a portion of the Nixon property. Unfortunately, the project plans provide little information to locate the new right of way in relation to the existing streets.

Now that most of our construction projects have ended, we have some time to work on this project. I have spoken to Mr. Marino and explained the scope of the work needed and the time required for that task.

Sincerely,

Martin Miccio, L.L.S.
Chief of Survey

cc: File

7



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

Edward J. Beleski
- Chairman
Henry R. Bourgeois
William F. Kelley
Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

December 29, 2004

Community Improvement Committee of the Board of Mayor and Aldermen
City Hall
c/o Leo R. Bernier, City Clerk
One City Hall Plaza
Manchester, New Hampshire 03101

**RE: PETITION TO DISCONTINUE A PORTION OF RIGHT OF WAY AT 466 SOUTH
WILLOW STREET**

Dear Committee Members,

We have reviewed the petition of Frederick Nixon to discontinue a portion of the right of way in front of 466 South Willow Street. An attached drawing may help to illustrate the following points.

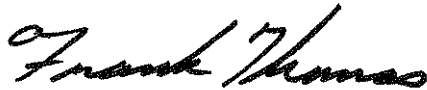
- The petition does not describe a new right of way line therefore the proposed right of way shown was assumed to be 7' behind the newly installed curb.
- The current South Willow Street right of way was established by condemnation recorded at HCRD book 2357 page 364. A part of this right of way, 1124 square feet, lies inside the South Lincoln Street right of way.
- The South Lincoln Street right of way had been established before the current South Willow Street right of way. The portion of the South Lincoln Street right of way that M. Nixon is proposing to discontinue, 139 square feet, lies outside of the South Willow Street right of way.
- The total discontinuance is 1,263 square feet.
- The travel lanes at the site were recently reconfigured to reduce traffic speed from South Willow onto South Lincoln Street. Due to this configuration a catch basin and drainage pipes now lie outside the traveled way, and within the petitioned area. These improvements would require the City retain an easement of 677 square feet for maintenance and replacement of that drainage system.

- Since South Willow Street was constructed by the State of New Hampshire, this discontinuance will require approval by the State of New Hampshire Department of Transportation. A copy of this request will be transmitted to the State Department of Transportation.
- The Building and Traffic Departments should review this discontinuance due to the likelihood that vehicles will be parked up to the new right of way once the discontinued area is acquired by the abutter.

The Highway Department supports this requested discontinuance if acceptable to the other noted City and State agencies.

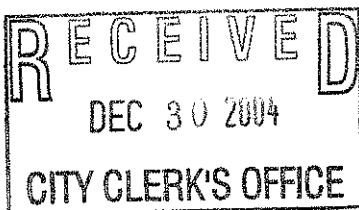
If you have any questions regarding this subject, I can be reached at 624-6444 extension 301.

Sincerely,

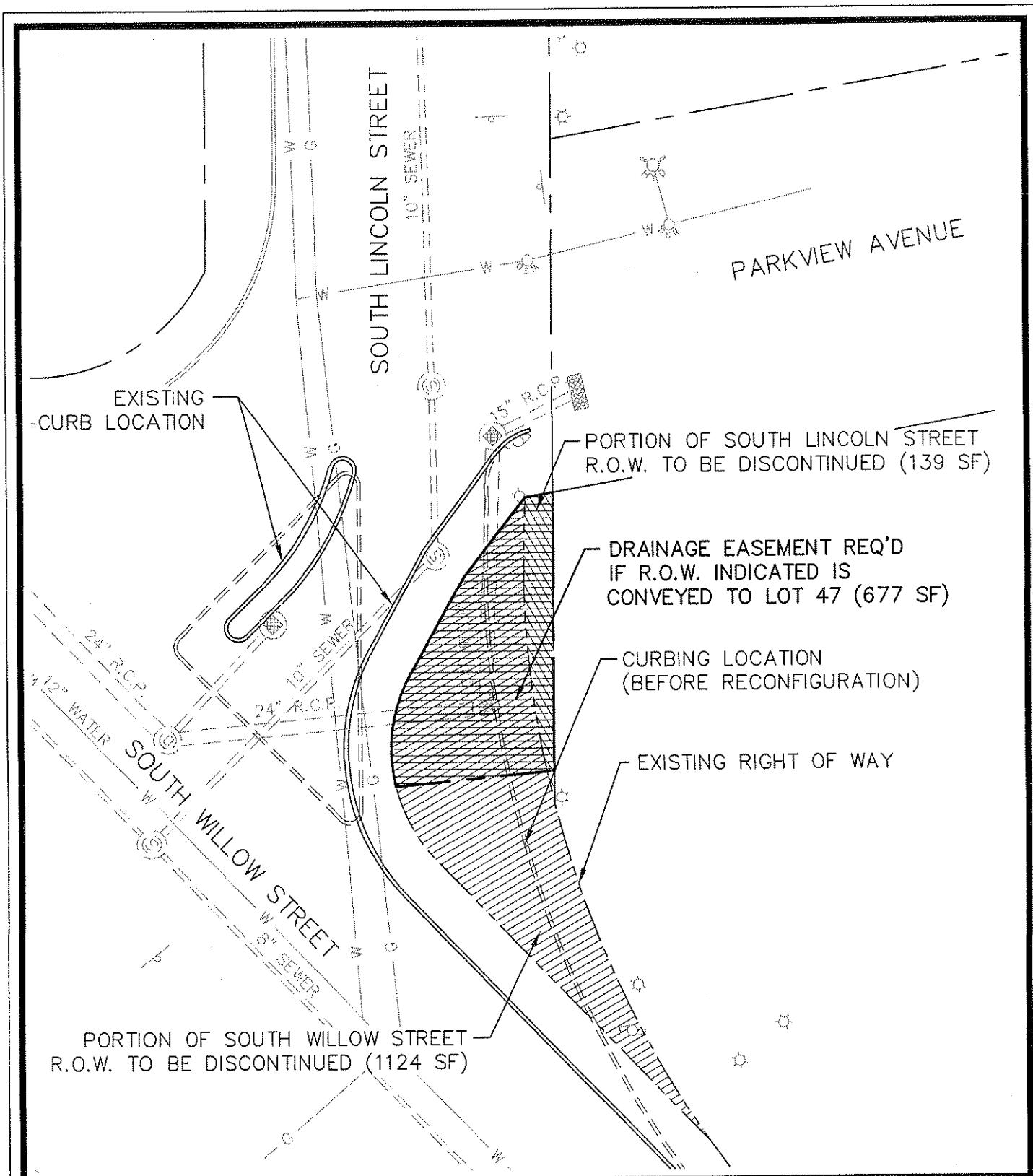


Frank Thomas, P.E.
Public Works Director

MJM
cc: File



7



PROPOSED R.O.W. DISCONTINUANCE
MAP 381, LOT 47
SOUTH WILLOW STREET AT SOUTH LINCOLN STREET
MANCHESTER, NEW HAMPSHIRE
JAN 2005



SCALE
1" = 20'



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

January 6, 2005

Alderman Daniel O'Neil, Chairman
Committee on Community Improvement
One City Hall Plaza
Manchester, NH 03101

Re: Canon Filmer/Scanner Model DR5060F

Dear Mr. Chairman and Committee Members:

During the fall, the Committee requested CIP staff to review a request for funds to purchase a Filmer/Scanner to be utilized by the City Clerk's Office, the Tax Collector's Office and the City Solicitor's Office. Total cost for the Filmer/Scanner and related software is \$26,813.00. Purchase orders totaling \$19,500.00 have been held outstanding from the prior fiscal year which was the initial anticipated cost. Information System's review determined that complete software and hardware needed requires \$7,313.00.

After reviewing the situation with Randy Sherman and Bob MacKenzie it has been determined that the most appropriate source of funding would be contingency. I am requesting the Committee recommend a transfer from contingency of \$7,313.00 to the City Clerk's Office to cover the costs required for purchase. Enclosed is a synopsis of the benefits and importance of purchasing this machine.

Your favorable consideration would be most appreciated.

Sincerely,

Leo R. Bernier
City Clerk

Enclosure

ITEM TO BE PURCHASED: Canon Filmer/Scanner Model DR5060F

COST: \$26,813.00

DESCRIPTION:

We are requesting funds to purchase a Canon Filmer/Scanner, Model DR5060F. This machine scans documents and produces both a microfilm copy for preservation purposes and a CD for research. The Office of the City Clerk, the Tax Collector and the City Solicitor would utilize the machine. The purchase of the machine would allow for the disposal of some records since microfilm is an accepted long-term retention medium under the New Hampshire Records Retention Schedule. The CD copies allow easy access to the information because of a built-in indexing system which is created by each department.

The City Clerk's Imagistics photocopying machine could interface with the scanner. For instance, when the minutes of a Board of Mayor and Aldermen meeting are entered into the computer and saved for use on the web, a microfilm copy can be made at the same time.

BENEFITS:

The cost of outsourcing microfilm production would be eliminated. Currently, the cost of filming typewritten books is between 20-25 cents per frame (2 pages/frame), not including processing costs and duplication. The New Hampshire State Archives has agreed to process film free of charge. Each department would be responsible for the cost of the film and for the transportation of the unprocessed film to and from the New Hampshire State Archives. Each department would also provide the labor to do the filming/scanning. The Office of the City Clerk has a microfilm cabinet that will hold 2,000 rolls of 16 MM film. Each department, as part of their operating budget, would provide the blank CD disks. The supply impact to the operating budgets would be minimal.

If funding for the filmer/scanner is not approved, each department would continue to outsource the production of microfilm which is not indexed for research purposes. CD copies would not be produced. Because the average budget for microfilm is low, the backlog of paper records is enormous. The City's ability to house paper records is severely limited, and this trend is likely to continue despite the existence of the Records Center at the Carol Rines building.

BUDGET HISTORY:

This is a first-time request.



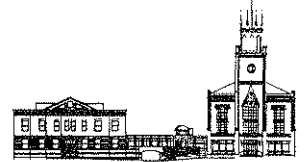


Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER


Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

Memo to: Committee on CIP

From: Robert S. MacKenzie 

Date: January 5, 2005

Subject: CIP 612905 For Manchester – City Gardens Project

Attached for your review and consideration is a request by Jane Beaulieu, representing For Manchester, to effect a change in purpose for the \$1,800.00 allocated to that organization in the 2005 CIP. As noted in the letter, the funds were initially allocated to fund the City Gardens Beautification Project. Ms. Beaulieu now desires to use those funds to offset costs associated with the production of an annual report and the annual organizational meeting.

Inasmuch as the project was funded with the title “City Gardens”, rather than simply revising the project description it would be appropriate if the Committee desires to approve this request, to amend the 2005 CIP and transfer the funds to a new project. Accordingly, if the Committee is so inclined we will put together and forward to the City Clerk’s office for the next Board meeting the necessary documents.

Attachments:

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 FAX: (603) 624-6529
E-mail: planning@ci.manchester.nh.us
www.ci.manchester.nh.us

9



December 22, 2004

CIP Committee
1 City Hall Plaza
Manchester, NH 03101

To The CIP Committee,

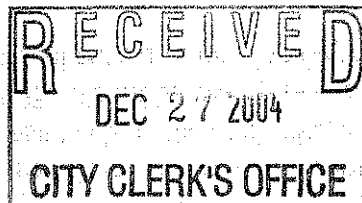
FOR MANCHESTER is requesting a change of use for the CIP funds given to a beautification project in the amount of \$1,800. These funds were designated to assist in building a street side garden in the spring of 2005. Immediately, the FOR MANCHESTER board is requesting use of these funds for the production our annual report and our annual meeting scheduled for February 8, 2005. We will be inviting several hundred partners to this meeting to thank them for their support throughout the years. The City of Manchester can be listed as the sponsor for the annual meeting.

Please give notification to myself by phone 867-6845, email houligan@comcast.net or by mail to the FOR MANCHESTER office. Thank you for the consideration.

Sincerely,

A handwritten signature in cursive script that reads 'Jane Beaulieu'.

Jane Beaulieu
Volunteer Coordinator



FOR MANCHESTER

83 HANOVER STREET MANCHESTER, NH 03101 603-628-6880 FAX: 603-666-3966

9



Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER


Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

Memo to: Committee on CIP

From: Robert S. MacKenzie 

Date: January 5, 2005

Subject: Reinstitution of Housing Rehabilitation Program

Due to a significant number of inquiries by the public and local housing advocacy organizations, this office has been considering the re-institution of a citywide housing program as had been operated from the late 1970's up until the late 1990's. We have made some preliminary surveys of programs operated by other New Hampshire and Massachusetts Communities as well as discussing the program potential with the Manchester Housing and Redevelopment Authority. However, we do not wish to move any further until we have provided this Committee with an opportunity to comment on our efforts. As such we respectfully ask that this be placed on the CIP Agenda for discussion of the merits of a housing rehabilitation program.



Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development


Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

Memorandum

To: Committee on Community Improvement Program

From: Robert S. MacKenzie 
Director of Planning & Community Development

Date: January 5, 2005

Subject: Long-Range CIP Planning

As the Mayor begins to put together the proposed FY06 CIP, we are also looking several years into the future to determine our major capital needs. We would like to review with you some of the major projects we will be facing in the next six years and get some preliminary feedback.

We will be providing you with some additional information prior to the meeting.

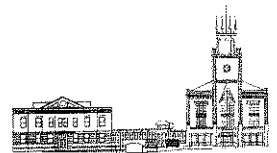
If you have any questions, we will be available at your next meeting.

C: Robert A. Baines
Kevin Clougherty
Seth Wall



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

MEMORANDUM

To: K. Clougherty, Finance
R. Ludwig, Parks & Recreation
R. MacKenzie, Planning

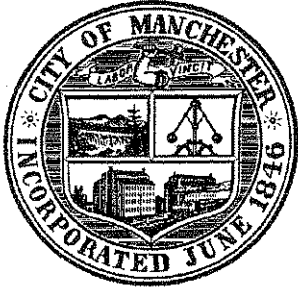
From: Lisa Thibault, City Clerk's Office *LTOA*

Date: August 11, 2004

Subject: Gill Stadium

Please be advised that at a meeting of the Committee on Community Improvement held on August 10, 2004 it was voted to have the Finance Department work with Parks & Recreation and CIP staff to come up with \$93,000 in funding for materials, equipment and services needed to effectively operate Gill Stadium. The Committee asked for a report back in writing **by Tuesday, August 24, 2004.**

I have attached a Gill Stadium 2005 Budget Prioritization List that was provided by the Parks, Recreation & Cemetery Department.



CITY OF MANCHESTER
Parks, Recreation & Cemetery Department

625 Mammoth Road
Manchester, NH 03104-5491
(603) 624-6565 Administrative Office
(603) 624-6514 Cemetery Division
(603) 624-6569 Fax

8/10/04 - Handout
from P&R
Tabled to have Finance,
P&R & CIP meet on
COMMISSION report back
by 8/24
George "Butch" Joseph, Chairman
Steve Johnson, Clerk on \$95k
Michael Worsley
Joseph Sullivan
Sandra Lambert
Ronald Ludwig, Director

Gill Stadium 2005 Budget
Prioritization List
Based on information gathered through August 10, 2004

The following is a list of materials, equipment and services required to effectively operate Gill Stadium as a multi-use playing facility with artificial turf. This list has been compiled from information gathered from sales representatives, suppliers and facility managers to date. Pricing for items is based on budgetary quotes provided from suppliers, and subject to change.

Prioritized list:

1. Field Lighting Service contract.....	\$23,240 (exhibit #5)
2. Gator Utility Vehicle.....	\$ 9,763 (exhibit # 8)
3. Balloon Tired Tractor (backhoe / rotary broom).....	\$29,265 (exhibit # 9)
4. Field Striping machine.....	\$ 5,000 (exhibit #4)
5. Yard marker stencils.....	\$ 700 (estimate)
6. Field Brushes (3 x \$600).....	\$ 1,800 (estimate)
7. 700 Linear feet of 4' fencing (\$120 x 70).....	\$ 8,400 (exhibit # 10)
8. Utility Cart.....	\$ 685
9. Plywood to set bleachers.....	\$ 1,200 (estimate)
10. Equipment and material storage structure.....	\$ 5,000 (estimate)
11. Field plowing equipment.....	\$ 1,000 (estimate)
	\$86,053 (estimated total)

As per John Huard of Fieldturf, the Supergroomer (exhibit # 7) being provided to the Memorial High School project should adequately address the turf conditioning needs of this facility.

Additionally, to prepare the playing field for football and soccer, John provided a fee of \$3,500 to replace the infield cut outs (exhibit # 11). Paul Galvin of Boston College, who professionally paints fields, provided an estimate of \$2,800 to lay out and stripe the field for football. As our requirement will occur at the height of the busy season, both emphasized that their services are subject to availability. It is our intention to provide manpower in an effort to train our staff on the intricacies of these tasks, and eventually perform such tasks in house. Source of funding for indicated services to be determined.